

DEPARTMENT OF CHILDREN AND FAMILIES
POSITION DESCRIPTION

Working Title: Rural Initiatives Coordinator

Classification Title:

Purpose of the Position: This position coordinates research and analyses and advises agency staff and leadership on socio-economic matters for the purposes of cross collaboration and compliance across multi-divisional and multi-departmental employment programs. The position evaluates department programs, services, and regulations by assessing their efficiency, effectiveness, and impacts. This position will streamline how DCF targets services based on urban vs. rural populations/areas. This position will strategize ways to counteract the silo affects within the counties. The position advises the Secretary's office and program staff across divisions and departments on technical issues related to economic impact analysis and employment data. The rural initiatives coordinator conducts highly complex economic analyses (e.g., resource demand modeling, economic impact analysis, risk versus return analysis, etc.) to support development, evaluation, recommendation, and implementation of management policies. The position formulates economic models, forecasts employment resource supply and demand, considers relevant business cycles, and evaluates the effects of policies and regulations on various rural vs urban industrial sectors. Duties include reviewing relevant literature, critically interpreting research and economic arguments, analyzing short- and long-range forecasts, designing studies, collecting and managing employment trends, writing briefing papers and memoranda detailing studies and interpreting results, and orally briefing department staff, administrators, and stakeholders on the relevance of data. The rural initiatives coordinator coordinates with other departments, government agencies, academic institutions, and various stakeholders to further the various employment goals across DCF. This professional position requires an advanced level of technical knowledge and experience, management, and functions as a department expert in applying economic theories and principles. The rural initiatives coordinator reports to the Department Deputy Secretary.

Location, Geographic Scope, and Travel Requirements of Position: The position is located in the Office of the Secretary located at 201 East Washington Ave, G200, Madison, WI 53708. This position requires occasional travel, including overnight stays, throughout the state and may require minimal out-of-state travel. Because of the high-level of interaction required, this position is not suitable for telework.

Responsibilities and Duties:

<u>Time %</u>	<u>GOALS AND WORKER ACTIVITIES</u>
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| 50% | A. PROVIDE POLICY ANALYSIS AND SHORT-TERM CONSULTATION |
| | A.1. Assist the Secretary's office during the development of department plans, policies, services, across multiple organizational Divisions and Bureaus. Provide guidance for appropriate economic impact assessments for various proposals. |
| | A.2. Analyze department policies and plans to evaluate the cost-benefit and effectiveness ratio of cross-divisional initiatives. Routinely present economic data, forecasts, and model outputs and make recommendations to the Secretary's Office for decision-making. |
| | A.3. Conduct short-term, high profile, economic analyses relevant to agency operational and policy issues as they arise. Provide well-articulated and well-written advice on short turn-around times. |

Responsibilities and Duties, Continued:

- A.4. Lead complex projects or special studies involving policy formulation, especially with respect to issues related to family financial stability.
 - A.5. At the direction of the Secretary coordinate across Departments and internal Divisions to efficiently maximize employment services.
 - A.6. Provide complex analysis of in-house and external research studies and economic arguments presented by stakeholders and contractors and make recommendations on the relevance of the research and its conclusions.
 - A.7. Examine economic problems and questions related to the activity of specific industries/economic sectors and counties. Compare data to forecasts for workforce participation rates and transitional job concentration.
 - A.8. Serve as the expert on department and intergovernmental policy/development committees.
- 30% B. COORDINATION OF STRATEGIC ANALYSES FOR POLICIES AND ISSUES**
- B.1. Serve as project lead consultant for development of economic impact statement and strategic analysis documents.
 - B.2. Work with department program staff and managers to identify key issues and informational needs, which affect stakeholders and department programs.
 - B.3. Identify alternative actions to consider as they relate to policies and issues.
 - B.4. At the direction of the Secretary, lead the development of an appropriate outline and secure commitments from various program experts for completion of analyses and initial drafting of documents for implementation. Provide guidance for appropriate economic and environmental impact assessments.
 - B.5. Compile and edit final documents so they are technically accurate and ready for public review.
 - B.6. Ensure compliance with applicable statutes and administrative rules, public review process requirements, and final decision elements.
 - B.7. Represent the Department on statewide and local committees and workgroups. Participates in meetings with public and private entities.
- 15% C. ECONOMIC RESEARCH AND ECONOMIC ANALYSES**
- C.1. Work independently or by organizing and directing multidisciplinary research teams to design and direct economic, econometric, and financial investigation, modeling, and forecasting efforts.
 - C.2. Proactively identify and undertake major research initiatives providing relative economic data.

- C.3. Evaluate previous or new socio-economic research/methodologies and analysis that has been applied to similar/analogous economic/employment issues and hypotheses.
- C.4. Research and report on statistical approaches for understanding economic issues and problems. Develop economic/employment models to forecast economic behavior and patterns specific to the Department's demographic service population (childcare, transitional jobs, transform Milwaukee jobs, independent living).
- C.5. Collect and manage socio-economic data. Apply knowledge of available data sources and various econometric and sampling techniques (e.g., surveys, mathematical modeling techniques, etc.). Obtain appropriate and necessary information and data (e.g., employment, resource supply/demand) from appropriate sources.
- C.6. Organize data, including tables and charts, into report formats that clearly present economic and statistical concepts in a meaningful manner understandable to stakeholders, other staff, and senior managers who may not have a background in economics.

5% E. ORGANIZATIONAL RESPONSIVENESS

- E.1. Review and keep abreast of changes in knowledge and practices of position-related activities in responsibilities.
- E.2. Participate in job-related training and organizational meetings as assigned by supervisor.
- E.3. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.
- E.4. Perform other position-related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of urban and regional economics (e.g., nature and structure of economies, location of economic activity, principles of urban economic development, municipal finance, forecasting of economic activity using census and socioeconomic data, etc.).
2. Knowledge of advanced economic research and impact assessment methodologies (applied economic research; econometrics) and their applications in natural resources management.
3. Skill in applied project management (objective setting, sequencing and timing of tasks, progress monitoring and course correction, project reporting, etc.)
4. Knowledge of Wisconsin Environmental Policy Act, economic impact assessment requirements, and related statutes and policies.
5. Skill in Microsoft Office software products (Word, Excel, PowerPoint, etc.).
6. Ability to provide a high level of computational accuracy.
7. Skill in providing excellent communication; present findings, both orally and in writing, in a clear, concise, and accurate manner.
8. Ability to work with department and other organizations in highly sensitive areas of public programs management.
9. Ability to analyst and address program effectiveness and efficiency.

PHYSICAL REQUIREMENTS FACTORS:

Strength requirements: Generally sedentary work. This position will spend approximately 85% or more of time indoors in an office or meeting setting.

Equipment Used: Office equipment, computer hardware and software, digital camera, GPS. This position may occasionally use pesticide application equipment.